

Frederick County Department of Aging

Volunteer Position Description

Position Title	Meals on Wheels Driver
Purpose	To deliver meals and provide a visual check on homebound clients of the Meals on Wheels program
Position Description of Duties	<ul style="list-style-type: none"> *Commit to a regular schedule of meal deliveries *Pick up prepared meals at a pre-assigned location * Compare number of meals furnished to the number of meals indicated on the route sheet to assure accuracy prior to beginning deliveries *Load coolers and hot food bags in personal automobile for deliveries *Deliver meals to individuals on the route sheet, using provided driving directions and other information *Deliver meals to correct person and spend a few minutes visiting and doing a brief visual check to assure client safety and well-being *Notify MoW staff if client does not answer door or appears to need assistance *Communicate any issues to appropriate staff *Return meal carriers to kitchen of origin
Qualifications for position	<ul style="list-style-type: none"> *Enjoy interacting with older adults and adults with disabilities *Valid driver's license, reliable automobile, and car insurance *Successful background check *Knowledge of streets in delivery area *Understand and adhere to food safety and food service standards after completing orientation training *Able to carry up to 20 pounds for short distances
Time Requirement	<ul style="list-style-type: none"> *Delivery times are between 11am and 1:00 pm and vary by vendor *Allow approximately 1 ½ - 2 hours for meal pick up, delivery and returning containers to vendor. *Meals are delivered Monday – Friday. Volunteer preference for day of week and frequency will be considered prior to assignment *Substitute positions also available
Location of Assignment	Varies. Volunteer preference is considered prior to assignment
Orientation and Training	<ul style="list-style-type: none"> *9am on 9th day of each month (or work day closest) *Ride along with experienced volunteer *Bi-monthly education opportunities
Benefits	<ul style="list-style-type: none"> *Helping seniors and disabled adults remain independent in their home * Training in food safety, food service standards, and other supports for older adults and adults with disabilities *Experience satisfaction in helping others *Recognition for services at appreciation events
Evaluation & Reporting Procedures	<ul style="list-style-type: none"> *Regular communication with MoW and other Department of Aging staff *Complete a minimum of one education opportunity per year
Supervisor:	Meals on Wheels Volunteer Maryland Coordinator
Contact Person & info:	Jessica Paguirigan at jpaguirigan@FrederickCountyMD.gov or 301-600-6008 Register at https://www.volgistics.com/ex/portal.dll/ap?AP=648131067